

Position Description



Store Person

Job Title:	Store Person
Award:	Queensland Local Government Industry Award (Stream B) – State 2017
Division:	Division 2 – Section 5 (Operational Services)
Classification:	Level 3 – 4 (Dependent on qualifications)
Employment Type:	Casual
Department:	Corporate and Financial Services
Reports To:	Purchase Store Supervisor
Approved:	Alan Neilan, Chief Executive Officer
Version Date:	14 April 2026

Position Objective

Based in Kowanyama, this position provides support to the Council's Purchase Store Supervisor in the functions of the Council Store to ensure efficient operational requirements are met.

Position-Specific Key Responsibilities

1. Assist in unloading freight.
 2. Operate forklift and other equipment as required and conducting pre-start safety and maintenance checks.
 3. Receive and unpack goods, checking against manifest and purchase order/invoice, and report any discrepancies.
 4. Ensure prompt shelving of received stock.
 5. Assist in dispatching non-store goods to Line Managers within council in a timely manner.
 6. Serve customers at the Stores counter.
 7. Assist in fuel dispensing.
 8. Fulfill order picking requests and update inventory system.
 9. Alert Store Supervisor of low stock.
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10. Assist in inventory counts and diesel dips.
 11. Help maintain cleanliness of the Store and Office areas as directed.
 12. Perform other duties as assigned by Store Supervisor or Purchasing Manager.
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Selection Criteria

Mandatory:

1. Current C Class Drivers Licence.

Desirable:

2. Forklift Licence (or must be willing to obtain).

Demonstrated Skills and Knowledge:

3. Demonstrated ability to perform as a team member.
 4. Excellent customer service skills so as to communicate effectively and courteously with other Council staff and suppliers.
 5. Demonstrated experience and ability to perform inventory management functions, including receiving, order picking and inventory counts
 6. Experience in the use of Inventory management and Microsoft Office software programs (e.g. Excel, Word and Outlook)
 7. Demonstrated behaviour which supports a diverse, equitable and safe workplace.
 8. Personal attributes that engender commitment, passion, energy, drive, initiative, resilience and respect.
 9. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people. Experience working and living in remote areas and/or aboriginal communities would be highly regarded.
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Key Performance Indicators

General:

- Follow all reasonable work directions.
- Maintain accurate records.

Work Areas:

- Assigned tasks completed within designated timeframes.
- Effective use of equipment, tools, and resources.
- Cleanliness, orderliness, and safety of work areas maintained.

Reporting:

- Accurate data and information records are maintained.
- Reporting timeframes are achieved.

Attendance:

- Arrive at work on time.
- All absences to be notified to your supervisor prior to commencement of workday.

Customer Service:

- Maintain a high level of customer services towards all clients.
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- No substantiated complaints.
 - No breaches of confidentiality.
- Workplace Health and Safety:**
- Follow Council OH&S policies, rules and guidelines.
 - Contribute positively to improvement initiatives.
 - Demonstrate a strong focus on workplace safety in accordance with Industry standards.
- Adherence to Council's policies and procedures:**
- Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct.
 - No breaches of Council's policies and procedures.

Corporate Responsibilities

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area and once shift is completed leave site directly after hand over.
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence and only work the rostered hours assigned by management.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

Organisational Relationships

Reports To: Purchase Store Supervisor

Internal Liaison: Chief Executive Officer, Executive Managers, and all Kowanyama Aboriginal Shire Council employees

External Liaison: Federal and state government agencies, statutory authorities, contractors, members of the community, visitors to the Kowanyama Community

Mandatory Requirements

- Current C Class Driver Licence.
 - Police Clearance
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Position Description Authorisation

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.